ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course and Program Reviews for FY 1986

FROM:	EXTENSION	NO.
ADC/OTE 1025 C of C		DATE

STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/OTE D/OTE				
2. ADC/OTE				
3. EXO/OTE				
4. C/LT				
5. C/IT				
6. C/ISTD				
7. C/MATD				
8. C/CTD				
9. C/WOTS				
10. C/CBT				
11. C/MPB				
12. C/TSD C/CRB				
13. C/Plans Group				Please see C/I —
14. _____ (ISTD)				
15.				

STAT

22 October 1985

MEMORANDUM FOR: Director of Training and Education
                      Deputy Director of Training and Education
                      Curriculum Committee Members

FROM: [   ]   STAT
               Assistant Director of Training for Curriculum

SUBJECT: Course and Program Reviews for FY 1986

    1. Our recent review of the entire OTE curriculum has resulted in identification of courses or programs which will be reviewed, deleted, or added during FY 1986 as well as need surveys currently in progress or planned. Please review these lists for accuracy.

    2. As we did last year, I am requesting that D/OTE, DD/OTE, and each Division independently review the entire listing of all OTE courses currently offered. You should indicate which additional courses you want reviewed and which others might be deleted.

    3. Please return by COB 1 November 1985.

STAT

ATTACHMENTS:
  A. Review of Courses (FY 1986)
  B. Listing of OTE Courses

ATTACHMENT A

REVIEW OF COURSES (FY 1986)

IT

EDS: Executive Leadership Forum (Jan.)

ATB: IA Course, Analysis Training for Managers
                Writing courses   (with MATD)

PDB: Trends and Highlights
                Scientific Weapons for Operations Officers
                Introduction to CIA

S&T/TIB: ELINT
                Contracting courses (with MATD)
                Writing courses (with MATD)
                Regional Studies Program

ISTD

EXEC II
PL-I
NBI Word Processing
Introduction to ADP
RAMIS I
RAMIS II
Writing JCL

CTD

ACT
Spouses Course

STAT

MATD

CTB: Grammar Review
       Writing Program in conjunction with IT

ATB: Secretarial Training
            None

       Administration
            Review of entire program

MTB: All management courses with paper to ADD Steering Committee

       EEO Training

<u>DELETIONS (FY 1986)</u>

<u>IT</u>

EDS: Those seminars not positively evaluated

ATB: None

PDB: Trends and Highlights
                CIA Today and Tomorrow

TIB/S&T: None

TIB/substance: Soviet Realities

<u>ISTD</u>

EXEC II

PL-1

NBI Word Processing

Introduction to ADP

RAMIS I

RAMIS II

Writing JCL

Survey Course (dropped FY 1985)

<u>LTD</u>

None

<u>CTD</u>

Spouses Course

<u>MATD</u>

Reentering the Work Force

Working in CIA

Personal Transitions

Supervisor and Secretary as Management Team

Telephone Techniques

NEW COURSES (FY 1986)

IT

EDS: Develop list of possible new courses for
spinoff seminars
Exec Seminars on CBT

ATB: ~~None~~ *Senior Branch Chief Mgt. Course*

PDB: Replacement for CIA Today and Tomorrow

TIB/S&T: Program Management and Budget
Managing New S&T Employee
S&T Analysis Seminar
S&T Executive Development Seminar

TIB/substance: Economics Training for DI
Technical Transfer
English Version of Soviet Realities
Advanced Military Analysis Course

African Survey ———
Mid-East Seminar ———   Pending regional studies survey

ISTD

Wang Word Processing for CTs
Intro. to PC Training
SAFE II
Wang Word Processing/CRAFT

Cat II
- BARS
- Graphics
- IDMS
- Advanced PC Training
- REXX
- Tele-Communications/Wang

WOTS

Operations Course (Accelerated)

MATD

Secretarial Training:
   Office Protocol
   Grammar Review
   Intelligence Issues

LTD

- Survival Level Course in Turkish
- French Survival on Video & Disk (Ticket)
- Complete Survival Spanish on CBT

STAT

ADC

Training for OTE Instructors

EOD — Survival Orientation

Basic Presentation Skill

Fundamentals of Instructional Design

On-Service Workshops

(new)* Talking to your Scriptwriter

Conducting Experiential Learning

Designing and Conducting Course Evaluations

Branch Chief Workshop on Competencies

(new)* Certifying Instructional competencies

ADC

Instructional Development:

- --Branch chief workshop on competencies
- --Survival (orientation)
- --Presentational Skills
- --Design Skills
- --Conducting Experimental Learning
- --Conducting Surveys and Course Evaluations

Admin. Training Branch

- --Agency-wide Procurement Program
- --Budget Course

ADC

CURRICULUM COMMITTEE (Continued)

NEED SURVEYS CY 1985

DO	- in progress
DA	- January 1986
OP (Recruiters)	- in progress
Office of Finance	- in progress
EEO	- in progress
Log	- in progress
Off Campus	- " "
Mgt Training	- " "
Regional Studies	- " "
S+T need Assessment on Multi-cultural Work Force	
S+T Feasibility Study on use of Computer Base Training	

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FILE: TITLE   MEMO   A   COMPUTE CENTER

ATTACHMENT B

Revised 10/17/85

COURSE TITLE	UNIT	COURSE NUMBER
Achieving Sustained High Performance	IT	1016411
Acquisition Mgmt for CIA Tech Pers	MAT	1012236
Admin Career Training	CT	1016408
Admin Dir Trends & Highlights	IT	1005220
Administrative Procedures(see Electronic & Pouched Communications)		
ADP Seminar	ISTD	1015458
Advanced Intelligence Seminar	IT	1005218
Advanced Management Seminar	MAT	1015460
Advanced Nomad2 Workshop	ISTD	1016181
Advanced Writing	MAT	1016357
African Survey	IT	1016413
AGENCY APPLICATIONS of AI	IT	1016964
Agency Orientation & Office Procedures	MAT	1015461
AIM Administrators	ISTD	1015462
AIM and Host Based Word Processing Systems	ISTD	1014220
AIM Models	ISTD	1016440
Analysis Support	IT	1013666
Analysis Training for DDI CTS	IT	1012124
AOOP Correspondence Workshop	MAT	1015466
Automation & the CIA Executive	IT	1015652
Briefing Technical Material	IT	1016414
Briefing Techniques	MAT	1012042
CAMS2 Language & Functions	ISTD	1015464

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Title	Code	Number
CAMS2 Tutorial	ISTD	1016430
Career Development	MAT	1015465
Career Trainee Development	CTD	1015495
Certifying Officer	MAT	1016695
China Familiarization	IT	1005210
CIA & the Congress	IT	1015869
CIA and Public Affairs	IT	1016386
CIA Financial Systems	MAT	1005209
CIA Orientation for Spouses	CTD	1016339
CIA Today & Tomorrow	IT	1005207

25X1

Title	Code	Number
Class B Audit, Reconciliation, & Recording	MAT	1015653
Communism in a Contempory World	IT	1012237
Contract Process	IT	1016415
Correspondence Workshop	MAT	1015457
Counseling Workshop	MAT	1012297

25X1

Title	Code	Number
DDI Trends & Highlights	IT	1016053
DDS&T Analysis Seminar	IT	1016421
DDS&T Career Trainee	IT	1016416
DDS&T Executive Development	IT	1016422
Defense Economics	ISTD	1012056
Defense Industries	IT	1005204

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DESIST Data Base Administrators	ISTD	1015467
DESIST for Users	ISTD	1015468
DESIST Instructor Training	ISTD	1015469
DESIST Packages	ISTD	1015470
Developing Writing Confidence	MAT	1016363

25X1

Do Economic Collection	IT	1010806
Domestic TDY Travel Workshop	MAT	1008739
Econometrics	ISTD	1012291
Economics for Supervisors	IT	1012350
Editing Workshop	MAT	1015870
Effective Oral Presentation	MAT	1015445
Electronic & Pouched Communications	MAT	1005219
Elint Orientation	IT	1013479
Employee Development	MAT	1006473
Essentials of Writing	MAT	1014102
Exec Language	ISTD	1012238
Executive Development Core	IT	1014717
Field Administration	MAT	1005198

25X1

Freedom of Information/Privacy Act Seminar	MAT	1012060
Fundamentals of PL/I	ISTD	1012242
Fundamentals of VM	ISTD	1012220
Fundamentals of VM (Self-Study)	ISTD	1013345
Fundamentals of Word Processing - NBI	ISTD	1015903
Fundamentals of Word Processing - WANG	ISTD	1012035

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General Accounting Systems Workshop	MAT	1015363
Geography Workshop	MAT	1015471
Getting Your Ideas Across	MAT	1015446
GIMSII User Language	ISTD	1012239
Gregg Shorthand Refresher	MAT	1015443
Host Based Word Processing	ISTD	1014888
Industry Familiarization	IT	1012240
Instructional Systems Design Workshop	MAT	1012353
Instructor Training Workshop	MAT	1012361
Intelligence Analysis	IT	1014617
Intelligence & National Security Policy: Kennedy/Johnson	IT	1015894
Intelligence & National Security Policy: The Nixon Administration	IT	1015493
Intelligence Collection in the 1990's	IT	1015886
Intelligence Issues	MAT	1015472
Intelligence Process Seminar	IT	1013382
Intelligence Successes & Failures	IT	1014936
Interface:　Women & Men Working Together	MAT	1015899
Intermediate AIM	ISTD	1015459
Intermediate VM	ISTD	1012233
International Economics	IT	1010807
International Narcotics & Intelligence Issues	IT	1012482
Interpersonal Communications Skills Workshop	MAT	1016180
Intro To AI And Robotics	IT	1016437
Intro to AIM	ISTD	1012219
Intro to AIM (self-study)	ISTD	1016405
Introduction to CIA	IT	1005186

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FILE: TITLE	MEMO	A		COMPUTER CENTER	
Introduction to Micrographics			ISTD	1012037
Introduction to Nuclear Power & Radiation			IT	1016190
Introduction to SAS			ISTD	1014025
Introduction to Statistics Using SAS			ISTD	1015482
Leadership Seminar			IT	1013465
Leadership Styles & Behavior			MAT	1005184
Logistics Information Management System 1			ISTD	1015473
Logistics Information Management System 2			ISTD	1015474
Looking Glass Simulation			MAT	1015893
Making Professional Presentations			IT	1016872
Management Development			MAT	1014103
Management Skills for Secretaries & Admin Assts			MAT	1015449
Managing the New DDS&T Employee			IT	1016417
Managing Office Automation			ISTD	1015423
Meeting the Challenges of Post-Election Change			IT	1015892
Mid-East Survey			IT	1016418
Mid-level Managers Seminar on Artificial Intel			ISTD	1015450
Midcareer			IT	1005180
Military Analysis			IT	1014712
Military Analysis Survey			IT	1015366

25X1

Modeling & Simulation			IT	1015455
Modern Organization(The)			IT	1016377
National Warnings			IT	1015365
New Analyst			IT	1013884

NOMAD2 Application Development	ISTD	1014061
NOMAD2 Enhanced Reporting	ISTD	1016439
NOMAD2 Procedures	ISTD	1015451
NOMAD2 Screens	ISTD	1015454
Office Automation Seminar	ISTD	1012032

25X1

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Orientation to DDS&T for CTs	IT	1016419

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Performance Appraisal Workshop	MAT	1008678
Personal Security	WCTS	1016336
Personal Transitions	MAT	1015477
Personnel Resource Information Mgmt System	ISTD	1016196
Power Management Seminar	IT	1016902

25X1

Professional Briefing Workshop	MAT	1016364
Professional Men's Crs: Gender-Based Awareness	MAT	1015478
Professional Woman	MAT	1012289
Program on Creative Management	MAT	1005170
Program Management & Budget	IT	1016420
Program/Project Management & Evaluation	IT	1015868
Proofreading	MAT	1012179

Realizing the Potential of Agency Women	MAT/EEO	1014137

25X1

Resource Decision Making for Executives	IT	1015887
Role of the Secretary in an Automated Office	MAT	1015442
SAFE Module 1 & 2	ISTD	1013339
SAFE Module 3	ISTD	1015638
Scholars in Residence	IT	1016903
Scientific Wpns Intel for the Ops Officer	IT	1005166
Script	ISTD	1010116
Secretarial Certification Workshop	MAT	1015481
Security Information Management System	ISTD	1014616
Selection Interviewing Workshop	MAT	1012363
Seminar on Intelligence Analysis	IT	1005164
Seminar on the Producer/Consumer Relationship	IT	1008667
Seminar on Rapidly Advancing Technologies	IT	1016424
Seminar on Revolution in Latin America	IT	1015364
Seminar on Worldwide S&T Forecasting	IT	1016337
Soviet Realities	IT	1012041

25X1

Statistics & Math for DI Econ Analysis	IT	1016340
Stress Management	MAT	1015447
Supervision of Analysis	IT	1012078
Supervisory Counseling	MAT	1008671
Supervisory Skills for Secretaries	MAT	1015485
Survey of Intelligence Collection Systems	IT	1008979

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Survey of Intelligence Information Systems	ISTD	1005157
Technical Writing Workshop	MAT	1016403
Telegraph	ISTD	1015486
Telephone Tehniques (on request)	MAT	1015487
Time Management	MAT	1015448
Travel/Class B Techniques	MAT	1015494
Typing for Speed and Accuracy	MAT	1015489
Urban Awareness	MAT	1012290
USSR Country Survey	IT	1005154
Wang Basic	ISTD	1015488
Wang Overview for Managers	ISTD	1015897
Women in the Work Force	MAT	1015444
Word Processing for Instructors	ISTD	1012286
Working in Washington for CIA	MAT	1015490
Writing in the DDS&T	IT	1016423
Writing JCL	ISTD	1012283
Xedit Training	ISTD	1014141